

JOB OFFER

For a position in archaeobotany. Contract for activities related to the bioarchaeology laboratory (archaeobotany section) (code G017.150).

Presentation

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Presentation

The Catalan Institute of Classical Archaeology (ICAC) is a public research institution created by the Catalan Autonomous Government and the Rovira i Virgili University. ICAC aims to research, provide training on, and disseminate the protohistoric, classical, and late antique cultures of the Mediterranean and beyond. The Institute is recognized as a research centre in Catalonia, identified as a CERCA centre. ICAC is based in Tarragona and is composed of a team of around 60 individuals, including researchers, staff, and management and administrative staff.

Due to the need to manage scientific and technical activities in the field of archaeobotany related to the research lines of the bioarchaeology laboratory (archaeobotany section) of ICAC, hiring a technician (B3 level) is required, specifically specialised in archaeobotany.

The characteristics, eligibility, and the procedure to be followed in relation to this call are listed below.

0. Contract information

- 0.1. **Job Position:** Archaeobotany Technician at the bioarchaeology laboratory (archaeobotany section).
- 0.2. **Job Category:** B3
- 0.3. **Workplace:** Rovellat Square, Tarragona.

- 0.4. **Working Hours:** Full-time, 37.5 hours per week, Monday to Friday.
- 0.5. **Salary:** € 2.172,22 gross monthly.
- 0.6. **Duration:** Indefinite.
- 0.7. **Number of Positions:** 1
- 0.8. **Contract Type:** Permanent employment with full-time dedication (100).
- 0.9. **Call:** Public offering.
- 0.10. **Processing:** Ordinary.
- 0.11. **Regulations:** ICAC Instruction 3/2022, dated September 15, Article 23bis of Law 14/2011, of June 1, on Science, Technology, and Innovation, modified by Law 17/2022, of September 5, and Law 9/2022, of December 21, on Science.
- 0.12. Measures to promote work-life balance, family, personal life, and gender equality for this position will be attached to the employment contract and can be consulted on ICAC's website, [here](#).

1. Eligibility

Required:

- 1.1. A university degree in Archaeology.
- 1.2. Training in archaeobotany.
- 1.3. Ability to perform sorting and identification of archaeobotanical remains (specifically macrobotanical remains, such as seeds).
- 1.4. Ability to speak and write in English.
- 1.5. Organizational skills.

2. Responsibilities of the position

- 2.1. Carry out digital graphic documentation of archaeobotanical remains.
- 2.2. Collaborate in archaeobotanical experiments.
- 2.3. Contribute to the creation of the archaeobotanical reference collection.
- 2.4. Sorting and identification of archaeobotanical remains.
- 2.5. Preparation of material for publications and reports.
- 2.6. Maintenance of the archaeobotany laboratory and any related archaeobotanical material, and coordinate purchasing necessary consumables.
- 2.7. Development of any other technical archaeobotanical work.

3. Desired, not obligatory, skills

- 3.1. Experience in documentation using traditional microscopy and digital methods.
- 3.2. Experience in the process of sample treatment and interpretation of results for stable isotope analysis.
- 3.3. Experience in digital treatments and data analysis.

4. Instructions for application submission

- 4.1. Those Interested in applying who meet the eligibility requirements can submit the application by e-mail at rrhh@icac.cat. The application needs to include the following:
 - 4.1.1. Subject: type "ICAC Call G017.150" in the *subject* section of the email.
 - 4.1.2. Body of the message: surname(s) and first name, NIF or passport number, a contact phone number, the academic degree, and a personal statement in relation to this job offer.
 - 4.1.3. Attached documents:
 - 4.1.3.1. PDF file with the required degree certification listed in this Call (in Section 1. Eligibility).
 - 4.1.3.2. *Curriculum vitae* (CV9 (in a PDF file) related to the job offer.
 - 4.1.3.3. A single PDF file containing the supporting documents corresponding to the merits and experience listed in the CV.
- 4.2. In the *curriculum vitae* (CV), it is necessary to provide a detailed description of the responsibilities performed in each of the positions held and specify the dates and duration of each contract. Regarding education, it is essential to specify in all cases the duration of the courses in hours, and the type of certification obtained (attendance, attendance with achievement, etc.). Regarding language proficiency, a corresponding certificate must be provided specifying the level achieved according to the Common European Framework of Reference for Languages (CEFR)
- 4.3. Deadline for Applications ends on Decembre, 8th, 2023, at 23.59 h. CET.
- 4.4. Applications that do not meet the eligibility of the call will not be considered.

5. Selection procedure

- 5.1. The Evaluation and Selection Committee (hereinafter, CAS) will assess the applications based on the CVs. The CAS will consider the best match between the academic background of the applicant and the scientific and technical activities they are required to perform. Additionally, the CAS will score up to a maximum of 100 points every eligible application in accordance with the following sections:

- 5.1.1. Academic qualifications: academic qualifications will be assessed when they are suitable for the job, with a score of 0 to 10 points. This assessment will not consider the degree presented to meet the requirements specified in section 1 of the offer.
- 5.1.2. Work, research, and other training experience: participation in research projects will be valued; working or professional experience related to the object of the call; any scholarships, grants or contracts obtained related to the object of the call; participation in research activities, and presentations at scientific meetings; with a score of 0 to 60 points.
- 5.1.3. Other curricular merits such as: participation in dissemination and knowledge-transfer initiatives or other activities related to the purpose of the call; with a score of 0 to 30 points.
- 5.2. If deemed appropriate, the CAS may request the necessary documentation to verify the alleged merits, at any time during the processing of the application. Failure to provide the required documentation within the requested period may result in suspension of the application.
- 5.3. In the event of a tie for the highest score, the CAS will interview each of the matched applicants to better determine the merits and assign the order of precedence between them. If the CAS deems it appropriate, it will also be able to interview applicants who have obtained up to a maximum of 10 points difference, with respect to the candidate who has obtained the highest score. In the interview, the CAS will assess more accurately the merits and abilities determined in the call, especially the skills and knowledge related to section 3. The maximum score of the interview will be 15 points, which will be added to the points obtained in the evaluation of the other merits. If the interview score requires it, the maximum score of 100 points may be exceeded.
- 5.4. Applications that do not score 60 points on the evaluation process cannot be selected or included in the waiting list.
- 5.5. The selection process will take place after the closure of the admission of applications, and it is expected to be resolved around December 31. The starting date is expected to be immediate.

- 5.6. In compliance with Article 9.1.e) of Law 19/2014, of December 29, on transparency, access to public information, and good governance, the full name of the person selected for the advertised position will be published in the resolution of the concession, which will be uploaded to ICAC's website under the "Working at ICAC" section. This is unless the selected person exercises the right to oppose and informs ICAC that there are special circumstances legally justifying non-publication of their name.

6. Personal data

- 6.1. By formalizing and submitting the application, the applicants accept the rules of the call and give their consent for the processing of the necessary personal data to take part in the call, and for the rest of the selection process or other actions that derive from it, in accordance with current regulations.
- 6.2. The personal data contained in the application will be processed with the following specifications:
- 6.2.1. Activity identification: Selection and provision of jobs.
- 6.2.2. Responsible for data processing: Catalan Institute of Classical Archaeology (ICAC); plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33, info@icac.cat, www.icac.cat.
- 6.2.3. Data protection officer: delegatpd@icac.cat, Catalan Institute of Classical Archaeology, plaça d'en Rovellat, s/n, 43003 Tarragona, telephone (+34) 977 24 91 33.
- 6.2.4. Purpose of the processing of personal data: selection and provision of jobs through public calls.
- 6.2.5. Legal basis: consent, mission carried out in the public interest provided for in Royal Legislative Decree 5/2015, of 30 October, approving the revised text of the Law on the Basic Statute of Public Employees.
- 6.2.6. Recipients: publication on ICAC's website of the procedures for the selection process, in accordance with current regulations; the applicant will be informed that their details will be published on ICAC's website; people who access the information by applying the principle of active advertising provided for in the transparency regulations; the competent public administrations in this field, in compliance with the applicable legal obligation. Personal data will not be transferred outside the European Union.

- 6.2.7. Rights of interested parties: it will be possible to access the provided personal data, request its rectification or deletion, oppose their treatment, and request their limitation, by sending an explicit request to delegatpd@icac.cat
- 6.2.8. Term for retention of personal data: following the calendar for the retention and disposal of documents of the Administration of the Generalitat de Catalunya.
- 6.2.9. Complaints: If the applicant's rights regarding the protection of personal data are breached, especially when they have not satisfactorily exercised their rights, they may file a complaint with the Data Protection Authority through its website: www.apdcat.cat.

7. Follow-up of the call according to the hiring principles at ICAC

- 7.1. This call is based on compliance with the principles approved by ICAC in the framework of the OTM-R program for the accreditation of HRS4R. These principles are set out in the document entitled [Principis per contractar el personal de l'ICAC](#) (Principles for Hiring ICAC Staff), which can be found on the Institution's website.
- 7.2. In compliance with the principles above, this call will be evaluated in accordance with the procedure set out in the present document.
- 7.3. It is necessary to specifically mention the principles that ensure fair and transparent hiring based on equal employment opportunities, to prevent discrimination in hiring of personnel based on gender, marital status, sexual orientation, disability, nationality, political or religious beliefs, or any other form of discrimination. This is to comply with the principles of the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers promoted by the European Commission to ensure fair and transparent hiring.

Tarragona, Novembre, 14th, 2023

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